DISCUSSION AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 13 PAGES

1. Public Hearing to Adopt the FY2011 Annual Budget

DISCUSSION/ACTION AGENDA ITEM X.1
Date: June 9, 2010

Item: **PUBLIC HEARING TO ADOPT THE FY2011 ANNUAL BUDGET**

Background: The proposed FY2011 City of Trinidad Budget is being submitted to the City Council for adoption. There was one Public Workshop meeting held on the draft budget on May 19, 2010.

There are several key points related to this year's General Fund budget proposal:

1) The proposed General Fund Budget is balanced (projected revenues exceed planned expenditures). The General Fund includes Administration, the Police Department, the Volunteer Fire Department, and the Public Works Department.

2) Overall, General Fund expenditures are down from the previous year due to decreased "special projects" spending, a decrease in insurance costs, and costs savings related to the 6-month contract with the Sheriff's Office for law enforcement services.

3) Staff salaries are proposed to increase by 2% as a cost-of living adjustment and 5% for merit increases for salaried and hourly employees.

4) Transient Occupancy Tax (TOT) is proposed to be increased from 8% to 10%. 40% of the projected revenue from TOT is proposed to be re-allocated to tourism-related support activities (Chamber of Commerce, HCCVB, Museum, others undetermined).

5) Year-end Fund Balances will be reported when the FY2009 and FY2010 Audits are complete.

6) Special Project Funds (such as grant budgets) are not included for adoption in the City's budget because they are determined by the funding source.

The City also manages two Enterprise Accounts, the Water Fund and the Cemetery Fund. The budgets are also submitted for Council consideration.

Revenue generated by the City Cemetery Fund annual fund balance nearly supports the cemetery expenses. When the actual fund balances for the Cemetery Fund are determined by the last two years' annual audits, it will be recommended that the Cemetery funds be isolated and considered as an "endowed" enterprise fund.

The Water Fund does not demonstrate a balanced budget for the coming year. There is an anticipated expenditure of approximately $40,000 for a grant match that will need to be withdrawn from Water fund reserves. Minus this expenditure, the Water Fund budget's projected revenues exceed the proposed expenditures.

A presentation on the Budget will be given at the Council meeting.

Recommended Action: Approve Resolution 2010-08 Adopting the FY2011 Annual Budget.

Attachments:

1. Proposed Resolution 2010-08 adopting the FY2011 City of Trinidad Budget;
2. Revised Employees Compensation Schedule; and
3. Proposed Budget Pages.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Stan Binnie, Mayor
Gabriel Adams, City Clerk

RESOLUTION 2010-08

Adopting the FY2011 Budget for the City of Trinidad

WHEREAS, the City of Trinidad is required to prepare and adopt a balanced budget every year by July 1st for the following Fiscal Year; and

WHEREAS, the City Staff has prepared a Draft Budget for FY2011; and

WHEREAS, a presentation to the City Council at a Public Workshop Meeting to present the Draft Budget was conducted in Trinidad for the purpose of receiving public responses; and

WHEREAS, a balanced Proposed Budget, which takes into consideration public comments, has been completed and is ready for public presentation and City Council for consideration.

NOW, THEREFORE LET IT BE RESOLVED that the Trinidad City Council does hereby adopt the proposed FY2010 Budget; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Trinidad City Council does hereby instruct its staff to return to the Council periodically during the year with proposed budget amendments which may become necessary to address changing financial conditions.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 9th day of June, 2010.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Stan Binnie
Mayor

City of Trinidad Employee Compensation Schedule - FY 2011

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
City Manager *				By Contract				
Police Chief *				By Contract				
City Clerk *	$ 18.45	$ 18.91	$ 19.38	$ 19.86	$ 20.36	$ 20.87	**$ 21.39**	$ 21.92
Public Works/Water Director *	$ 17.95	$ 18.77	$ 18.85	$ 19.33	$ 19.81	**$ 20.36**	$ 20.82	$ 21.34
Police Officer *	$ 15.30	$ 15.69	$ 16.06	$ 16.47	$ 16.88	$ 17.30	$ 17.73	$ 18.17
Maintenance Operator *	$ 14.28	$ 14.64	$ 15.00	$ 15.37	$ 15.76	**$ 16.16**	$ 16.56	$ 16.98
Reserve Police Officer	$ 11.22	$ 11.50	$ 11.78	$ 12.09	$ 12.39	$ 12.70	$ 13.02	$ 13.34
Part-Time Records Manager	$ 12.31	$ 12.62	$ 12.93	$ 13.26	$ 13.60	**$ 13.93**	$ 14.28	$ 14.65
Part-Time Clerk	$ 12.31	$ 12.62	$ 12.93	$ 13.26	$ 13.60	$ 13.93	$ 14.28	$ 14.65
Part-Time Maintenance Worker	$ 8.53	$ 8.74	$ 8.96	$ 9.18	$ 9.41	**$ 9.65**	$ 9.89	$ 10.14

Bold Job Titles indicate currently filled positions.

Note 1: Rates are shown hourly based on 2,080 hours/year.

Note 2.: Salaried employees designated by *

Note 3: The City Manager and the Police Chief are the only employees "Exempt" from overtime provisions.

Note 4: Each step is 2.5% higher than the previous step.

Note 5: The **bold** squares indicate the employee's FY2011 placement in the schedule per the proposed Budget

CITY OF TRINIDAD

FY2011 BUDGET

General Fund Revenue

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
1.01	**REVENUES**			
4100	Property Taxes	$ 110,200		$ 110,000
4200	Sales Taxes	$ 210,000		$ 220,000
4300	Transient Occupancy Tax	$ 60,000		$ 72,000
5999	PROP 1B Transfer - Street Maintenance	$ 35,000		$ 25,000
5999	PROP 1B Transfer - Safety	$ 30,800		$ 27,000
4901	POST Training Reimbursement	$ 1,500		$ -
4902	Report Copies	$ 200		$ -
4904	Towing Fees	$ 2,000		$ -
4905	Other Fines or Fees	$ 700		$ -
4908	Motor Vehicle Fines and Fees	$ 3,500		$ 1,000
4909	Donations & Fundraisers	$ 1,000		$ -
5300	Other Miscellaneous Income	$ 4,600		$ -
5310	Copy Machine Fees	$ 100		$ 100
5320	Interest Received	$ 40,000		$ 35,000
5400.2	Planner Application Processing	$ 10,000		$ 10,000
5400.4	Engineer Application Processing	$ 500		$ 500
5400.5	Building Inspector Application Processing	$ 6,000		$ 5,000
5410	Animal License	$ 200		$ 200
5415	Business License	$ 12,000		$ 12,000
5430	Encroachment Permits	$ 400		$ 400
5615	Franchise Fees	$ 6,000		$ 6,000
5640	Rental Income - Verizon	$ 18,000		$ 18,000
5650	Rental Income - Harbor	$ 5,000		$ 5,000
5670	Rental Income - Town Hall	$ 10,000		$ 10,000
5680	Rental Income - Misc	$ 500		$ 500
5900	Sale of Capital Asset	$ 17,500		$ -
	TOTAL REVENUES	$ 585,700		$ 557,700

CITY OF TRINIDAD

FY2011 BUDGET

General Fund - City Administration

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
2.01	**EXPENDITURES**			
6090.00	Honorariums	$ 3,000		$ 3,000
6100.00	Employee Wages	$ 48,660		$ 46,245
6500.00	Employee Benefits	$ 26,000		$ 26,247
	Employer Costs	$ -		$ 4,721
6550.00	Employee Mileage Reimbursement	$ 1,200		$ 1,200
6810.00	Fidelity Bond Insurance	$ -		$ 700
6820.00	General Liability Insurance	$ 4,000		$ 5,443
6830.00	Property & Casualty Insurance	$ 1,500		$ 3,340
	ERMA (Insurance)	$ -		$ 2,010
7101.10	Attorney - Meeting & Administration	$ 28,000		$ 24,000
7101.20	Attorney - Application Processing	$ -		$ -
7101.40	Attorney - Litigation	$ 12,000		$ 5,000
7107.10	City Engineer - Meetings	$ -		$ -
7107.20	City Engineer - Administration	$ 6,000		$ 6,000
7107.30	City Engineer - Application Processing	$ 1,000		$ 2,000
7107.40	City Engineer - Projects	$ -		$ -
7130.10	City Planner - Meetings	$ -		$ 2,000
7130.20	City Planner - Administration	$ 20,000		$ 6,000
7130.30	City Planner - Application Processing	$ 8,000		$ 8,000
7130.40	City Planner - Enforcement	$ -		$ -
7130.60	City Planner - Projects	$ 30,000		$ 12,000
7140.40	Building Inspector - Application Processing	$ 2,000		$ 5,000
7150.20	Accountant	$ 6,000		$ 10,000
7160.30	Auditor	$ 6,500		$ 10,000
7170.00	Information Technology Support	$ 2,000		$ 1,000
7202.00	TOT Allocatioon	$ -		$ 30,000
7505.00	Library & Local Contributions	$ 15,000		$ 4,000
7506.00	Rent	$ 5,600		$ 7,800
7507.00	Utilities	$ 4,000		$ 4,000
7509.00	Dues & Memberships	$ 1,000		$ 2,000
7510.00	Municipal Expense	$ 65,000		$ 21,000
7513.00	Office Supplies & Expense	$ 4,500		$ 4,500
7519.00	Contracted Services	$ -		$ -
7599.00	Miscellaneous Expense	$ 1,000		$ 1,000
7602.00	Telephone & Communications	$ 3,000		$ 3,000
7603.00	Cellular Phones/Pagers	$ -		$ -
7604.00	Cable and Internet Services	$ 1,500		$ 1,500
7606.00	Travel	$ 500		$ 1,500
7806.00	Building Repairs & Maintenance	$ 5,000		$ 1,000
7809.00	Materials, Supplies & Equipment	$ 7,000		$ 5,000
7822.00	Disaster Planning & Preparedness	$ -		$ -
	TOTAL EXPENSES	$ 318,960		$ 270,206

CITY OF TRINIDAD

FY2011 BUDGET

Special Revenue Fund - Integrated Waste Management

Approved Budget: June __, 2010

		Amended FY2010 Budget	Actual FY2010 Budget	Proposed 2011 Budget	
	FUND BALANCE - 7/1/08				
	FUND BALANCE - 7/1/09				
	REVENUES				
4608	IWM Grant	$ 5,000		$ 5,000	
4761	Blue Bag Sales	$ 2,000		$ 2,000	
4765	Recycling Revenue	$ 23,000		$ 23,000	
5320	Interest Received				
	TOTAL REVENUES	$ 30,000		$ 30,000	
2.04	**EXPENDITURES**				
6100	Employee Gross Wages and Overtime	$ 10,464		$ 11,291	
6500	Employee Benefits	$ 4,125		$ 5,060	
	Employer Costs	$ -		$ 1,151	
7501	Recycling Disposal	$ 12,000		$ 12,000	
7503	Blue Bag Purchases	$ 2,500		$ 2,500	
7509	Dues and Memberships	$ -		$ -	
7820	Advertising and Outreach	$ 2,500		$ 2,500	
7801	Street Maintenance/Repair	$ 2,500		$ -	
8500.2	Capital Purchases - Equipment	$ -		$ -	
	TOTAL EXPENSES	$ 34,089		$ 34,502	

CITY OF TRINIDAD

FY2011 BUDGET

General Fund - Fire Department

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
	FUND BALANCE - 7/1/09			
	FUND BALANCE - 7/1/10			
4.01	**EXPENDITURES**			
6090	Honorariums	$ 2,400		$ 1,800
6820	General Liability Insurance	$ 1,500		$ -
6830	Property & Casualty Insurance	$ -		$ -
7507	Utilities	$ 600		$ 600
7518	Education, Testing & Training	$ 1,000		$ 1,000
7519	Contracted Services	$ 5,700		$ 5,700
7599	Miscellaneous Expense	$ -		$ -
7602	Telephone	$ 100		$ 100
7605	Radio & Dispatch (911 Contract)	$ 1,000		$ 1,000
7804	Vehicle Fuel & Oil	$ 750		$ 750
7805	Vehicle Repairs & Maintenance	$ 3,000		$ 3,000
7806	Building Repairs & Maintenance	$ 500		$ 500
7808	Equipment Repair & Maintenance	$ 1,500		$ 1,500
7809	Materials, Supplies & Equipment	$ 7,500		$ 7,500
8500.1	Capital Purchases - Vehicles	$ -		$ -
8500.2	Capital Purchases - Equipment	$ 15,000		$ 10,000
9000	Capital Reserves	$ 30,000		$ 20,000
	TOTAL EXPENSES	$ 70,550		$ 53,450

CITY OF TRINIDAD

FY2011 BUDGET

General Fund - Police Department

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
3.01	**EXPENDITURES**			
6100	Employee Wages	$ 50,898		$ 23,231
6500	Employee Benefits	$ 28,039		$ 980
	Employer Costs	$ -		$ 2,371
6610	Employee Clothing Allowance	$ 1,500		$ -
6810	Fidelity Bond Insurance	$ -		$ -
6820	General Liability Insurance	$ 4,500		$ -
6830	Property & Casualty Insurance	$ 1,500		$ -
	ERMA (Insurance)	$ -		$ -
7101.1	Attorney - Meeting & Administration	$ 1,000		$ -
7150.2	Accountant	$ 6,000		$ -
7160.3	Auditor	$ 6,000		$ -
7506	Rent	$ 5,000		$ 7,800
7507	Utilities	$ 1,000		$ 1,200
7509	Dues & Memberships	$ 750		$ -
7513	Office Supplies & Expense	$ 2,000		$ 2,400
7518	Education, Training & Background	$ 3,500		$ -
7519	Contracted Services	$ -		$ 80,000
7520	Animal Control	$ 1,500		$ 1,350
7524	Booking Fees	$ -		$ -
7525	Uniforms & Safety Equipment	$ 4,000		$ -
7526	Investigation Costs	$ 1,500		$ -
7599	Miscellaneous Expense	$ -		$ -
7602	Telephone & Communications	$ 4,000		$ 1,800
7605	Radio & Dispatch	$ 4,500		$ -
7804	Vehicle Fuel & Oil	$ 7,500		$ -
7805	Vehicle Repairs	$ 3,000		$ -
7806	Building Repairs & Maintenance	$ -		$ -
7808	Equipment Repairs & Maintenance	$ 3,000		$ 500
7809	Materials, Supplies and Equipment	$ -		$ -
7822	Disaster Planning and Preparedness	$ -		$ -
8500.2	Capital Purchases - Equipment	$ -		$ 3,000
9000	Capital Reserve	$ 13,200		$ -
	TOTAL EXPENSES	$ 153,887		$ 124,632

CITY OF TRINIDAD

FY2011 BUDGET

Special Revenue Fund - COPS Grant

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
	FUND BALANCE - 7/1/08			
	FUND BALANCE - 7/1/09		$ 20,000	$ 20,120
	REVENUES			
4601	State Grant	$ 100,008	$ 100,000	$ 100,000
5320.1	Interest Income	$ 1,500	$ -	$ -
	TOTAL REVENUES	$ 101,508	$ 100,000	$ 100,000
3.03	**EXPENDITURES**			
6100	Employee Gross Wages and Overtime	$ 58,848		$ -
6500	Employee Taxes/Insurance/Benefits	$ 23,181		$ -
	Employer Costs	$ -		$ -
6610	Employee Clothing Allowance	$ 750		$ -
6700	Employee Recruitment	$ 1,000		$ -
7506	Rent	$ 3,000		$ -
7507	Utilities	$ 625		$ -
7513	Office Supplies & Expense	$ 3,000		$ -
7518	Professional Training	$ 3,000		$ -
7519	Contracted Services	$ 3,000		$ 100,000
7524	Booking Fees	$ -		$ -
7525	Uniforms & Safety Equipment	$ 2,500		$ -
7526	Investigation Costs	$ 2,000		$ -
7599	Miscellaneous Expense	$ -		$ -
7602	Telephone & Communications	$ 1,000		$ -
7605	Radio & Dispatch	$ 4,500		$ -
7804	Vehicle Fuel & Oil	$ 9,000		$ -
7805	Vehicle Repairs	$ 2,000		$ -
7806	Building Repairs and Maintenance	$ 1,000		$ -
7808	Equipment Repairs & Maintenance	$ 1,000		$ -
7821	Community Safety Programs	$ 500		$ -
8500.1	Capital Equipment	$ -		$ -
	TOTAL EXPENDITURES	$ 119,904		$ 100,000

CITY OF TRINIDAD

FY2011 BUDGET

General Fund - Public Works Department

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
5.01	**EXPENDITURES**			
6100.00	Employee Gross Wages and Overtime	$ 23,256		$ 25,072
6500.00	Employee Benefits	$ 11,218		$ 11,345
	Employer Costs	$ -		$ 2,560
6820.00	General Liability Insurance	$ 1,500		$ -
7107.40	City Engineer - Project Fees	$ -		$ -
7519.00	Contracted Services (ATT)	$ 9,800		$ -
7519.00	Contracted Services - Tree Trimming	$ 3,000		$ 1,000
7801.00	Street Maintenance & Repair	$ 32,000		$ 24,000
7801.20	Street Safety Improvements	$ 15,800		$ 12,000
7802.00	Street Lighting - Operations	$ 4,000		$ 4,000
7802.01	Street Lighting - Improvements	$ 15,000		$ 15,000
7803.00	Trail & Park Maintenance	$ 3,000		$ 3,000
7804.00	Vehicle Fuel & Oil	$ 3,000		$ 3,000
7805.00	Vehicle Repairs	$ 1,500		$ 1,500
7809.00	Materials, Supplies & Equipment	$ 2,500		$ 2,500
7830.00	Septic Improvements	$ -		$ -
	TOTAL EXPENSES	$ 125,574		$ 104,977

CITY OF TRINIDAD

FY2011 BUDGET

Enterprise Fund - Water

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget	2011 Budget Amendment
	FUND BALANCE - July 1, 2009				
	FUND BALANCE - July 1, 2010				
	REVENUES				
5710	Water Sales	$210,000 //		$ 210,000	
5750	Penalties	$ 4,000		$ 4,000	
5300	Micellaneous - Conncection Fees	$ -		$ 9,000	
5320	Interest Received	$ 30,000		$ 30,000	
	Grants	$ -		$ -	
	Transfers from Other Funds	$ -		$ -	
	TOTAL REVENUES	$244,000		$ 253,000	
6.01	**EXPENSES**				
2710	Davis Grunsky Note - P&I	$ 14,350		$ 14,350	
2720	Drinking Water Bond Note - P&I	$ 5,560		$ 5,560	
6100	Employee Wages	$ 73,000		$ 72,050	
6500	Employee Benefits	$ 37,300		$ 36,422	
	Employer Costs	$ -		$ 7,352	
6820	General Liability Insurance	$ 4,200		$ 4,000	
6830	Property & Casualty Inusrance	$ 1,050		$ 2,226	
	ERMA	$ -		$ 1,005	
7107.2	City Engineer - Meeting & Administration	$ 1,000		$ 41,000	
7130.2	City Planner - Meeting & Administration	$ -		$ -	
7101.2	City Attorney - Meetieng & Admisnistration	$ 3,000		$ 3,000	
7150.2	Accountant	$ 7,000		$ 8,000	
7160.2	Auditor	$ 6,500		$ 8,000	
7507	Utilities	$ 14,000		$ 14,000	
7509	Dues & Memberships	$ 1,000		$ 1,000	
7513	Office Supplies & Expense	$ 2,000		$ 2,000	
7515	Debt Service - Deferred Interest	$ 1,040		$ 1,050	
7599	Miscellaneous Expense	$ 250		$ -	
7600	Telephone & Communications	$ 1,000		$ 1,500	
7804	Vehicle Fuel and Oil	$ 2,000		$ 3,000	
7805	Vehicle Rapairs	$ 1,000		$ 1,500	
7806	Building Reapairs and Maintenance	$ 1,000		$ 1,000	
7807	Security System	$ 1,000		$ 1,000	
7809	Materials, Supplies and Equipment	$ 5,000		$ 5,000	
7900	Water Lab Fees	$ 4,000		$ 4,000	
7902	Water Chemicals	$ 14,000		$ 14,000	
7903	Water Line Hook-Ups	$ -		$ 4,000	
7905	Water Line Repair and Maintenance	$ 8,000		$ 18,000	
7906	Water Plant and Equipment Repair	$ 25,000		$ 10,000	
8000	Depreciation	$ 15,000		$ -	
	TOTAL EXPENSES	$248,250		$ 284,015	

CITY OF TRINIDAD

FY2011 BUDGET

Enterprise Fund - Cemetery

Approved Budget: June __, 2010

		Adopted FY2010 Budget	Actual FY2010	Proposed 2011 Budget
	FUND BALANCE - July 1, 2008	$ 142,430		
	FUND BALANCE - July 1, 2009			$ 147,414
	REVENUES			
5810	Cemetery Plot Sales	$ 10,000		$ 8,000
5320.1	Interest Received	$ 5,000		$ 5,000
	TOTAL REVENUES	$ 15,000		$ 13,000
7.01	**EXPENSES**			
6100	Employee Wages	$ 5,200		$ 6,841
6500	Employee Benefits	$ 2,570		$ 2,946
	Employer Costs	$ -		$ 885
6820	General Liability Insurance	$ 400		$ 500
6830	Property & Casualty Insurance	$ -		$ -
7519	Contracted Services - Tree Trimming	$ 500		$ 500
7808	Repairs, Maintenance and Supplies	$ 500		$ 500
8000	Depreciation	$ 250		$ -
	TOTAL EXPENSES	$ 9,420		$ 12,172

DISCUSSION AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

2. Report and Recommendations from the Vacation Dwelling Units Advisory Committee

DISCUSSION/ACTION AGENDA ITEM X.2
Date: June 9, 2010

Item: **REPORT AND RECOMMENDATIONS FROM THE VACATION DWELLING UNITS CITIZENS' ADVISORY COMMITTEE**

Background: In December 2009, the City Council appointed members to a citizens' advisory committee to study and make recommendations regarding vacation dwelling units in the City of Trinidad.

The Committee met nine times between January and May, 2010. Of the nine members appointed by the City Council to the Committee, seven remained active throughout the process:

Tom Davies	Mike Reinman
Jenifer Fraser	Gail Saunders
Dean Heyenga	Mary Wilbur
Pat Morales	

The Committee members chose to end their discussions (in most instances) by voting on a specific item. Of course, not all votes were unanimous. As a result, some of the recommendations being forwarded to the Council resulted from compromise, and the Committee members are well aware that more change and compromise will likely occur prior to the Council ever enacting any or all of the Committee's work.

Tom Davies, who was selected by the members to be the Chairman of the Committee, will make a presentation to the Council on the Committee's work and recommendations. Other members of the Committee may be present and may want to make some additional comments.

Staff Recommendation: Receive and file the report from the members of the Vacation Dwelling Units Citizens' Advisory Committee, thank the members for their service, and take whatever other actions are deemed appropriate by the City Council.

Attachments:

1) Meeting Notes from the Committee's last meeting on May, 2010; and
2) Proposed Vacation Dwelling Units regulations to be considered by the City Council as a new City Ordinance.

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-3876

Steve Albright, City Manager

CITIZEN'S ADVISORY COMMITTEE ON VACATION DWELLING UNITS

Date: May 10, 2010

To: Committee Members

From: Steve Albright, City Manager

Subject: **Notes from Meeting #9 – May 6, 2010**

The meeting began at 6:30 pm in the Town Hall Annex Conference Room.

The following members were present:

Tom Davies, Chairman
Pat Morales
Dean Heyenga
Mike Reinman
Mary Wilbur

Members Jenifer Fraser (Vice Chairwoman), Gail Saunders, Jackie Keegan, and Alternate Member Barbara Snell were not in attendance. Member Jennie Dodd had earlier resigned from the Committee.

1. The meeting began at 6:30. Pat Morales brought chocolate chip cookies in celebration of the last meeting!

2. The Committee reviewed and made no changes (other than typo changes) to the notes from the April 15, 2010 meeting.

3. The members reviewed the first draft of Ordinance language that would be forwarded to the City Council. Tom Davies went over the draft item by item, and a number of corrections, wording changes, and clarifications were made. It was agreed that the statements made at the previous meeting would suffice for the direction the Committee wants to recommend regarding enforcement and penalties, but the City

Attorney would be asked to complete this part to assure that is consistent with what is in the Trinidad Municipal Code:

Enforcement/Penalties. The Committee members generally agreed that any penalty should be progressive (increase for each incident), and that there should be documentation of any violation of the rules. They suggested using as a model pages 5 and 6 of the North Lake Tahoe Ordinance. They also suggested that the formation of a Citizen's Mediation Panel might work to resolve differences before penalty procedures need to be evoked.

4. Steve Albright will make all of the corrections and send the revised draft to each Committee member. Any additional corrections or clarifications can be called into him, and he will send out a final draft prior to submitting it to the City Council.

5. The final vote regarding whether or not to recommend a limit (of cap) on VDUs in Trinidad was 4 (against a limit) to 3 (in favor of a limit). The Committee members suggested that this vote be forwarded to the City Council along with some alternative suggestions for applying a limit, if the Council chose to do so. It was agreed that a limit would not apply to existing, active VDUs at the time of passing any restrictions.

6. The Committee unanimously agreed to recommend to the City Council to a) increase the TOT rate from 8% to 10%, and b) the increase should not be targeted for any specific use.

7. It was agreed unanimously to recommend to the Council that a) each holder of a business license related to a VDU will pay a higher rate in the first year ($100.00), b) that the business license fee rate in renewal years be the same as charged to all businesses in Trinidad ($45.00), and c) a new business license fee will be charged if a VDU becomes inactive and desire to go back into business after no TOT has been collected for at least one year.

8. Tom Davies will make a presentation to the Council at the June 9, 2010 meeting. All members should try to attend the meeting, be prepared to participate in answering questions, and offer their "dissenting" viewpoints on those items that were not unanimously being recommended by the Committee.

This is the last planned meeting of the VDU Committee. If there is need for another meeting due to additional changes to the proposed regulations, Steve will contact the members and arrange a meeting with Tom Davies.

NO further meetings scheduled!

The meeting ended at 8:25.

SA/
5/10/10

CITY OF TRINIDAD
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Vacation Dwelling Units Advisory Committee

VACATION DWELLING UNIT REGULATIONS

Note: These regulations are modeled after the San Luis Obispo County ordinance. They are intended to be re-formatted into appropriate legal form for insertion into the Trinidad Municipal Code.

Definition:

A Vacation Dwelling Unit (VDU) is the use of a residence as a rental for transient use. "Transient use" is defined as rental for any period of time which is less than 30 days. A VDU does not include the one-time rental of a residence for less than 30 consecutive days in a calendar year, a "bed and breakfast" facility, a hotel or motel, or the rental of a residence for 30 days or more.

Vacation Dwelling Units: A VDU is a single family residence or a residential unit in a multi-family structure that is rented on a temporary basis for less than 30 days. A new structure that is built to be used as a VDU must conform to all standards applicable to the construction of a residence within the land use category that exists where the construction is to occur.

Purpose: The purpose of this section is to establish a set of regulations applicable to Vacation Dwelling Units. Special regulations applicable only to residences used as VDUs are necessary to ensure that they will be compatible with surrounding residential and other uses and will not act to harm or alter the neighborhoods they are located within.

Permit Requirements: Each owner and property manager of a VDU must procure a Business License for the purpose of identifying the existence of a VDU at a given residence/address. A Property Manager must procure a business license, and each individual property (address) must have a business license procured by the owner. The Business License will act as a registration so that the owner or manager collects and submits to the City of Trinidad the required Transient Occupancy Tax applicable to the renters of VDUs.

The owner and property manager are responsible for paying applicable fees to the City in the first year and for succeeding renewal years. The owner or property manager must declare the number of bedrooms in the VDU and provide proof that the septic system for the residence is designed to accommodate this number of bedrooms (or more). All property owners within 300 feet of the VDU property will be notified of the issuance of the Business License in the first year that it is obtained under this new Ordinance.

For the first year after the adoption of this Section and for any new VDUs that are created after this Section is adopted, a first-year Business License Fee of $100.00 will be charged for each VDU (property or address). Renewals for subsequent years shall be at the same cost as a renewal for any other business license in the City ($45.00/year as of June, 2010).

Location: Vacation Dwelling Units are permitted in any zone district in the City that allows for single or multiple family dwelling units. No more than one vacation dwelling unit is permitted per parcel in the City.

VDU Tenancy: The rental of a residence as a VDU shall not be less than two days (nights). There shall be no other permitted use of the property other than a VDU and as a part-time residence for the property owner. Temporary events, such as weddings or parties, which are not hosted by the property owner are not permitted.

Number of Occupants Allowed: The maximum number of occupants allowed in a VDU shall not exceed two persons per bedroom plus an additional two persons (i.e. a two-bedroom unit may have six occupants). In some cases, up to 10 persons may be permitted if there are 4 or more bedrooms or if the square footage of the VDU can easily support the larger number of guests. Parking requirements may also limit the number of occupants when a VDU is being shared by multiple persons, friends, or families.

Appearance, Visibility, and Location: The VDU is not to change the residential character of the outside appearance of the building, either by the use of colors, materials, lighting, or signage (except those which are required by this Section). There shall be no noise, glare, flashing lights, vibrations, or odors not commonly experienced in residential areas.

Signs: A single sign no greater than 3 square feet in size shall be attached to the structure or placed immediately adjacent to the front of the structure. The purpose of the sign is to notify the public that the structure is a VDU, and the sign should provide the

public with a 24-hour emergency telephone contact number for complaints, and a business telephone number for persons seeking information on the rental.

Traffic: Vehicles used and traffic generated by the VDU shall not exceed the type of vehicles or traffic volume normally generated by a residence occupied by a full-time resident in a residential neighborhood.

On-Site Parking: Parking for tenants of the VDU shall be entirely on-site in the garage, driveway, or otherwise out of the public right-of-way. A VDU must provide at least one on-site parking place per bedroom in the VDU. The on-site parking space may include enclosed garage spaces, if those garage spaces are made available to the VDU renter. VDU renters may NOT use public right-of-way (street) spaces to meet their parking needs as temporary renters.

Noise: Renters of VDU properties should not generate noise in excess of what might be expected in a residential neighborhood. Any noise occurring after 10:00 pm and before 8:00 am should be contained to the VDU and should not be able to be heard by or offend the adjacent neighbors.

Local Contact Person: Each VDU must designate a local contact person on the Business License form. That person may be the owner or the property manager, and that person must live within 25 miles of Trinidad so that he/she can respond personally to an emergency.

The 24-hour emergency contact phone number for each VDU will be forwarded by the City Clerk to the Trinidad Police Department, the County Sheriff's Office, the Trinidad Volunteer Fire Department, and to each neighbor within 300 feet of the VDU. It must also be posted on the sign visible at the front of the VDU (nearby the front door), and the same contact information shall be prominently placed for the use of the renters inside the VDU. Any change to the emergency contact information shall be promptly provided to the Trinidad City Clerk.

If there is an emergency or complaint, and the emergency contact person does not respond, persons will be encouraged to report the emergency through the 911 emergency calling system. If the owner or manager is deemed to be negligent in responding to an emergency situation more the two times in a given calendar year, the individual's Business License may be revoked.

Transient Occupancy Tax: Each VDU owner and/or manager shall meet the regulations and standards ser forth in Trinidad Municipal Code ____ that addresses collection, reporting and submittal of applicable Transient Occupancy Tax (TOT).

Effect on Existing Vacation Dwelling Units: Each individual holding a valid Trinidad Business License to have a VDU at a given address shall be subject to the requirements of this Section of the Municipal Code upon its adoption. The owner of an existing VDU which does not meet the requirements of this Section will not be issued a business license.

Violations: To be recommended by Legal Counsel in conformance with the current Trinidad Municipal Code.

DISCUSSION AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

3. Proposed Council Policy for Commenting on County Land Use Issues

DISCUSSION/ACTION AGENDA ITEM X.3
Date: June 9, 2010

Item: **PROPOSED COUNCIL POLICY FOR COMMENTING ON COUNTY LAND USE ISSUES**

Background: At the City Council meeting in April, the Council had a lengthy discussion regarding how and when the City of Trinidad should comment on land use proposals in the adjacent County areas. This discussion continued in the last meeting in relation to the proposed Homan subdivision project off Stagecoach Road.

The Council requested that staff return with a proposed policy on this issue.

A number of questions are attempted to be addressed in the proposed policy:

- What type proposals being made to the County merit comment from the City of Trinidad?
- Should a "threshold criteria" be established for making comment to the County?
- What factors make a proposal significant enough to merit comment from the City to the County?
- Who should comment on a proposal (staff, Planning Commission, or City Council).

Referral Process. The City of Trinidad receives many referrals for comment on some land use or environmental review action that is within the County's jurisdiction. The ability of another jurisdiction (or a private land owner) to comment could occur through a proposed land use action (i.e. zoning change, subdivision proposal, need for a zoning variance) or through an environmental review process (i.e. a NEPA or CEQA review period). There is no mandate that the City respond to a notification of a review period, and in fact most notification that have been received in the past at Town Hall have not generated a formal response from Trinidad.

Relative Level of Importance. It would be untrue to say that some projects are unimportant to Trinidad. Every project is important to someone. In relative terms, however, those proposal that may impact the City of Trinidad in some manner rise to a level where the City may want to, at minimum, point out to the County that some potential impact needs to be addressed in the County's

review process. For example, a project which may impact drinking water quality or quantity, surface drainage, traffic, municipal services, or other environmental issues may deserve attention from the City. On the other hand, a project proposal which is likely only to impact the specific property, such as a variance from a side-lot setback requirement, would have minimum if any impact on the City of Trinidad.

Staffing/Commission/Council Work. If it is determined that there is ample reason to comment on a proposal, there is a time and cost impact on the City staff, Planning Commission, and the City Council. That is not budgeted, especially if the burden of work falls on the City's contract Planner. Potential costs to the City even increase as the Planning Commission and/or City Council become involved. For this reason, as in the past, it is unlikely that many requests for comment will proceed as far as a public meeting in Trinidad.

Summary. Most jurisdictions leave the determination of whether or not to comment up to its professional planning staff. It is rare to see one jurisdiction actively support or oppose the actions of another jurisdiction unless a highly controversial proposal is involved. That has been the case only two times in the last three years in Trinidad, so this is not anticipated to be an ongoing concern or a huge budgetary implication. Rather, an adjacent jurisdiction will attempt to point out their "selfish concerns" that may relate to nay number of potential impacts from a proposed project. If the review process is intended to bring to light project impacts and potential problems, then the comment period is the City's opportunity to do just that.

Staff Recommendation: Approve or amend the proposed policy, or take whatever other action is deemed appropriate by the members of the City Council.

Attachments: Proposed policy regarding commenting on Land Use Proposals in the adjacent Humboldt County jurisdiction.

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Steve Albright, City Manager

Date: June 9, 2010

To: Trinidad City Council

From: Steve Albright, City Manager

Subject: Draft Proposed Policy:

COMMENTING ON LAND USE PROPOSALS IN ADJACENT JURISDICTIONS

The purpose of this policy is to give guidance to elected officials, appointed officials, and staff in Trinidad when requested to provide comments on land use proposals or environmentally related documents in adjacent jurisdictions. Requests for comments are typically received from Humboldt County either as a courtesy or as a legislative mandate due to the proximity to Trinidad of the project proposal.

Initial Screening: Requests for Comments (RFC) are normally received in the City Clerk's Office. The RFC will be date stamped and forwarded to the City Manager. The City Manager will determine whether to forward the RFC for comment to the City Planner or have it filed for information purposes only. Those filed for information purposes only will be kept for one year and available for review by the public in binder in the City Clerk's Office.

Staff Comment: A RFC on a project which has the potential to impact in some manner the City of Trinidad or an environmentally sensitive area for which Trinidad has some responsibility will be reviewed, and a letter expressing the City of Trinidad's concerns will be forwarded to the County of Humboldt (normally the County Planning Department). Typical areas of concern will be water resources, water quality, surface drainage, traffic, or demand for municipal services. Other environmental concerns may be present for specific projects.

Content of Comments: Under no circumstance will staff comments state the City's support or opposition to a project. Rather, staff comments will urge the decision making process to consider issues which, in staff's opinion, are not adequately addressed in the documents made available for review. If a project is so contentious that the City needs to either support or oppose the governing body's action, then that policy decision should be made by the Trinidad City Council.

Responsibility for Comment: Comment letters will be drafted by the City Planner and reviewed by the City Manager. The City of Trinidad's point of contact will be the City Planner (if questions arise). The letter will be signed and submitted by the City Planner. A copy of the letter will be attached to the RFC and included in the records at Town Hall available for public review.

Projects of Special Significance: There will be a limited number of RFCs that relate to projects of special significance to the City of Trinidad. Special significance may relate to the historic interest in a project, the size of the project, the environmental impact potential, or the potential impact on City-provided services. Those projects will be forwarded for review by the Trinidad Planning Commission, and the Planning Commission's comments will then be reflected in a letter of comments drafted and signed by the City Planner.

Taking a Pro or Con Position on a Project: If, in its review, the Planning Commission determines that a project is so important to the interests of Trinidad that a public position on the project needs to be taken, then the RFC and the project will be forwarded for consideration by the City Council. This needs to occur in a timely manner because often the review period available will not span the time needed to schedule one or more public meetings.

Follow-Up: On a case by case basis, the staff or the Council may choose to attend public meeting where decisions on significant projects are being discussed. This would be for the purpose of personally reporting the actions of the Trinidad Planning Commission or the City Council.

It needs to be reinforced that this policy is proposed for comment on projects which are outside the City of Trinidad's jurisdiction. Therefore, there is no mandate on how, when, or if the City chooses to comment. This is solely at the discretion of the City Council in the implementation of this policy. Any citizen from the City still maintains the right to comment on a proposed action without contradicting statements or a position which is formally taken by the City of Trinidad through its staff, its Planning Commission, or its City Council.

DISCUSSION AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

4. Street Lights Report

DISCUSSION/ACTION AGENDA ITEM X.4
Date: June 9, 2010

Item: **REPORT ON CITY STREET LIGHTS**

Background: This agenda item provides a status report on the City Street lights in Trinidad. At this time, it concentrates solely on the Museum/Library project, the Gateway Project on Main and Trinity Streets, and improvement plans for lights on Trinity Street and the Memorial Lighthouse area.

There are currently two projects, one now under construction and a second planned for construction later this year, which will be adding to or changing some of the street lights in Trinidad. Those projects affect seven (7) street lights. In addition to those lights, the City's budget includes funding for the relocation of three (3) street lights where their current location is an impediment to handicapped accessibility of the sidewalks. Finally, the improvement of the existing street light adjacent to the Memorial Lighthouse has long been a community desire, and this may also be the right time to address that light.

The street lights on Main Street, Trinity Street, and the one in front of the Memorial Lighthouse are all owned by PG&E. The City pays the electric bill for their operation. Since these lights are owned, and therefore maintained, by PG&E, it became apparent during the design of the Gateway Project improvements to either continue to use the same style of light and pole or select new lights and poles from the PG&E inventory. The street light that was chosen for the Museum Library Project is attached and reflects the style of light that was chosen by the Joint Committee.

Staff Recommendation: Receive and file the report, and take whatever other actions are deemed appropriate by the members of the City Council.

Attachments:
1. PG&E Street Lights memo for Trinity Street; and
2. Graphic examples of PG&E sock street lights selected for the museum/library project.

Trinidad City Manager

From: Marruffo, Ivan [IxM2@PGE.COM]
Sent: Monday, May 24, 2010 9:44 AM
To: Steve Albright - City of Trinidad; Stan Binnie - City of Trinidad
Subject: Street Light info follow up
Attachments: ELEC_SCHEDS_LS-1.pdf

Stan / Steve,

In follow up to our recent meeting regarding the City of Trinidad Street Lights, I have found the following information as to the street light in question located near the light house.

> Street Light #1047 is under the City of Trinidad's Account 694099315 / Service Agreement 6940994004. This Street light is under the **LS1-F** rate.

The other street lights we reviewed during our meeting have the following account information:

> Street Light #8095 is under the City of Trinidad's Account 6940994315 / Service Agreement 6940994004. This street light is under the **LS1-F** rate.
>
> Street Light #1048 is under the City of Trinidad's Account 6940994315 / Service Agreement 6940994002. This street light is under the **LS1-A** rate.
>
> Street Light #2679 is under the City of Trinidad's Account 6940994315 / Service Agreement 6940994002. This street light is under the **LS1-A** rate

Please note the differing Street Light rates, I've bolded above. For your info, here is the tariff description of the two differing rates:

> **Class A**: PG&E owns and maintains luminaire, control facilities, support arm, and service wiring on its existing distribution pole, and all lights formerly served under Schedule LS-1, Class A, as of September 11, 1978. There is no installation charge for this class.
>
> **Class F**: PG&E owns and maintains a standard luminaire, control facility, support arm, and service connection on its standard pole or post, installed solely for the luminaire.

For your convenience, I have also attached the complete LS1 tariff for your review. The above "Class: information can be found on Page 6 of 11, on the attached LS1 Tariff.

<<ELEC_SCHEDS_LS-1.pdf>>

Please let me know if you have any questions regarding this information.

Best regards,

Ivan

Ivan Marruffo
Sr. Account Executive

STREETWORKS™

Epic Collection

Decorative Area Luminaire

COOPER Lighting

Emerging trends in light control and environmental preservation require innovative design solutions. EPIC Collection responds.

FULL CUTOFF PERFORMANCE

As the nations respected authority on lighting standards and design recommendations, the IESNA, Illuminating Engineering Society of North America defines four (4) unique luminaire cutoff classifications to quantify the amount of light a fixture directs upward toward the sky.

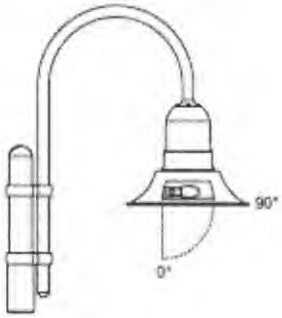
ALLOWABLE CANDELA	@ 90°	@ 80°
Full Cutoff	0	10%
Cutoff	2.5%	10%
Semi-Cutoff	5%	20%
Non-Cutoff	No Limit	No Limit

When specified with flat glass and a solid mid section, each of the EPIC Collection's horizontally lamped segmented optical systems meets the strictest "Full Cutoff" classification requirements, ensuring that zero measurable light is directed upward from this luminaire.

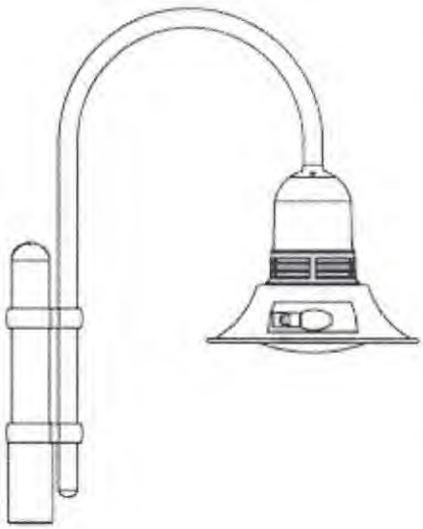
FULL CUTOFF

Full cutoff and cutoff classified luminaires carry the endorsement of the International Dark Sky Association (IDA) for their usefulness in limiting the detrimental effects of sky glow, otherwise referred to as light pollution.

When faced with local or state adopted lighting ordinances, full cutoff luminaires offer direct compliance in most all circumstances.



Dark Sky Friendly

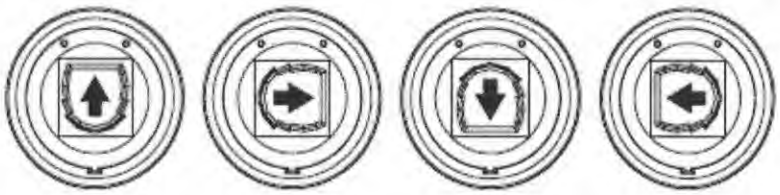


HORIZONTAL LAMP POSITION

A horizontal lamp orientation allows for a broad selection of luminaire distribution shapes. Optical systems are available in Type II, III, IV, SL Forward Throw, and Square Type V distributions.

ROTATIONAL FLEXIBILITY

Optical assemblies offer full 360° rotational capability, allowing precise adjustment of the optical distribution.



SAG LENS

Available sag glass lens provides cutoff classification. Improves fixture visibility while providing a subtle performance gain.